



Assistant Human Resources Director

City of Miami Gardens, FL. (109,700)

Posted Date: April 12, 2014

Deadline: April 25, 2014

Starting Salary: \$86,609.00 min to \$113,618.00 mid / DOQ

Nature Of Work

Assists the Director in managing all aspects of the Human Resources Department, including employee relations and labor relations matters, recruitment and selection, testing and assessment, classification and pay, employee discipline and evaluation programs, employee benefits, risk management, training and development, and records management and distribution. Assists the Director to ensure compliance with applicable federal, state and local, labor contracts, the City's Rules and Regulations and City department Standard Operational Procedures (SOP). Assist the Director to build and maintain a positive brand, and to deliver superior internal and external customer service. Assist the Director to champion the City's mission, vision and values for overall strategic human resources management.

Minimum Requirements

Bachelor's degree in Human Resources, Public Administration, Business Administration, or closely related field of concentration, from an accredited college or university. Seven (7) years supervisory level professional human resources experience with strong emphasis in the areas of Employee Benefits Administration, Risk and Liability Management, and Employee Relations. Considerable knowledge of local governmental operations, City practices, policies and procedures, employee relations and collective bargaining agreements. Comprehensive knowledge of federal, state, and local laws relating to human resources and employment law to include: EEO, ADA, FLSA, FMLA, ADEA, HIPAA, COBRA and Patient Protection and Affordable Care Act (PPACA). Three (3) or more years of recent experience supervising a staff of five (5) or more employees within a human resources department environment. Current Professional in Human Resources (PHR/SPHR) certification, Employee Benefits Specialist (CEBS), and/or Associate in Risk Management designation highly desired. Must possess and maintain a valid Florida Driver's License at all times and satisfactory driving record throughout employment.

Please send Resume & Official City of Miami Gardens Application Form to:

Human Resources Department, City of Miami Gardens

1515 NW 167th Street, Bldg. 5 - Suite 200

Miami Gardens, FL 33169

Fax: (305) 622-8265

www.miamigardens-fl.gov

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